

MEMORANDUM FOR:

Date of Request

SUBJECT: Request for Orders

Program Manager Code/TDC

1. Request orders for: ☐ ADSW ☐ Travel/IDT ☐ ITO (fill out special instruction block information, also)

a) Name/Rank: _____

b) Status ☐ FTNG CD ☐ Temp Hire

c) SSN: _____

d) Purpose/Mission# _____

e) Duty Dates & Time: Begin Day / Proceed Time: _____

End Day / End Time: _____

f) Duty Location & Zip* : _____ ☐ Variation in Itinerary

g) Mode of Travel:

Commercial

Government

Rental

POV

Air ☐
Bus ☐Auto ☐
Air ☐Car ☐
Van ☐
SUV ☐Include Round
Trip Mileage\$ _____
Cost\$ _____
Cost Per Day

_____ Miles

h) Government Quarters Available:

☐ Yes☐ No

i) Government Rations Available:

☐ Yes☐ No

j) Registration Fee:

☐ Yes☐ No

Fee: \$ _____

2. Event Name: _____ XREF Code: _____

3. Special Instructions:

ITO Information

HOR: _____

FAX: _____

4a. Requestor:

4b. Rank:

4c. Phone Number:

5a. Supervisor (Signature):

5b. Rank:

5c. Phone Number:

6a. Approved By (Signature):

6b. Office Symbol

6c. Date:

7a. Fund Manager (Signature):

7b. Rank:

7c. Date:

*(ADSW Only)